Attendance

Opening Remarks

- ❖ CACi did not participate in the meeting -- It was requested that CACi not be invited to the meetings, users not feeling comfortable w/contractor at the table.
- ❖ Future meeting dates - As a rule User group meetings will be held on the first Thursday of the month. Future dates February 6, March 6.

Open Actions

- ❖ **CACi OAM contract vehicle** - Chris Nolte discussed the active contracts OAM has with CACi, data warehouse, interface support, clause matrix, licensing. Bureaus were asked of any CSTARS requirements for CACi support, if possible to use the existing OAM vehicles. OAM is in the process of reviewing existing vehicles and possibly consolidating to one contract. If bureaus were to use OAM vehicles, the invoicing and payment would need to be worked out.
  - o **ACTION** - Provide Team Leads with copies of OAM CACi contracts, and for Team Leads to provide feedback on bureau CSTARS requirements.

- ❖ **FY2003 Edits updated in CSTARS and CPDS**
  - o Action closed
  - o Everyone is using FY03 edits

- ❖ **CACi Help Desk** - Users dissatisfied with services. Reported no consistency, help calls were not followed-up, help desk not being skilled to answer questions. CACi was notified of instances of CSTARS users not getting the professional help the needed. CACi responded expeditiously to correct problem. Shackleford sent an email to his help desk staff, and CASD to explain the CACi help desk operating procedures. If caller experiences issues with the help desk in future the procedure is to first notify your SA, then your SA should notify Jim Lyons (Help desk manager), Kevin Crowley, Crystal Davis, and Team Lead.
  - o **ACTION** - Provide Team Leads help desk information with operating procedures, and points of contact.

Topics for Discussion

- ❖ **Release Notes** - OS reported they did not get the latest version of the release notes. Kevin explained that the release notes are included on the CD ROM that comes from CACi along with the latest Comprizon.Buy upgrade, and

instructions for download. This CD in the past was being sent to the SA's. This caused a problem because SA's were calling CASD wanting to know what to with the CD. After a meeting of the minds with CACi, Kevin it was decided to send the CD ROM to Kevin, and Pam Harper (OCS), and have Kevin distribute the release notes to SA's. Somehow Kevin was removed from distribution and he did not receive the latest upgrade; therefore, OS did not receive the release notes. CACi was made aware of this issue and put Kevin back on distribution. Pam Harper offered to send release notes to SA's once she gets the upgrade. Kevin and Pam agreed to work together on sending out release notes. NIST noted that they re-write the release notes from CACi, and distribute. NIST reported the release notes confusing.

❖ **CFS/CSTARS Interface** – CSC/CASD are in the process of reviewing 2nd round of comments from the bureaus. Bureau's will receive final Requirements Document for approval in the near future. EAI SOW should be completed next week, anticipated award date is mid-February. Sade and Taylor were briefed with the Interface Implementation Approach (IIA) over the holidays. The IIA is a document used to assist management in making Interface decisions; it will not be distributed to bureaus for review.

❖ **Data Warehouse**
  o Reviewing procurement flow per acquisition office
  o Analyzing data elements in legacy systems, and CSTARS for accurate reports

❖ **Clause Management Training** – Met with CACi to finalize course outline. Users should have received the course outline. The December 17 Clause management training class was cancelled due to schedule conflicts. It was decided to possibly have the training at Census, because majority of the people who signed up were from Census. Jackie Wilson provided available training dates in Suitland with the earliest date being 2/24. It was requested to have the class ASAP; Crystal will see if DOC training facility has earlier availability. WASC and MASC expressed interest in hosting training.
ACTION – Email course outline to users. Check dates for hosting clause management training at DOC. Follow-up with WASC, and MASC.

CSTARS User Group, 01.16.03
Meeting Minutes

- ❖ **User Group/ET Meetings** – Team Leads are responsible for communicating User Group information up and down the chain of command. Debra meets with Acquisition Council (includes HCO's) quarterly and updates on CSTARS issues.
- ❖ **Web Focus** – Attended Comprizon Web Demo, CACi demonstrated requisition to PR, PR to solicitation, solicitation to award.
  - o Core version release date 2/28
  - o June/July release of re-writing code to support financial interface
  - o Digital signature/implementation Summer 2003
  - o Unscheduled Web Focus 3, will make CSTARS users aware of next demo w/agenda for bureau's to send appropriate personnel
- ❖ **CSTARS Protocol**- OCS reported users calling for re-setting of passwords etc. PLEASE—First point of contact should be SA. SA determines who should be contacted next, i.e. OCS, CACi.

Bureau Comments
- ❖ O/S – Not present
- ❖ NIST – Pass
- ❖ Census
  - o Successfully completed implementation
  - o CSTARS is running slow, OCS added that they have experienced system performance issues, and the problem should be fixed by Jan. 31
  - o Some people did not migrate during implementation
- ❖ NOAA - Pass

Discussions after the meeting
- ❖ CACi will be invited to participate in the 2nd hour of user group meeting to answer any questions users have.
- ❖ OCS will be added to agenda for comments